

1. The first step in the process is to identify the problem. This involves gathering information about the situation and the people involved.

2. Once the problem is identified, the next step is to analyze it. This involves breaking the problem down into its components and understanding the underlying causes.

3. After analyzing the problem, the next step is to develop a plan. This involves determining the steps that need to be taken to solve the problem.

4. The final step is to implement the plan. This involves putting the plan into action and monitoring the results.

5. Once the plan is implemented, the next step is to evaluate the results. This involves assessing whether the problem has been solved and whether the solution is sustainable.

6. If the problem has not been solved, the next step is to revise the plan. This involves identifying the areas where the plan failed and making changes to address those areas.

7. The final step is to document the process. This involves writing a report that describes the problem, the analysis, the plan, the implementation, and the results.

8. The report should be shared with the relevant stakeholders to ensure that everyone is aware of the problem and the solution.

9. The final step is to follow up on the solution. This involves checking back in on the problem to ensure that it has been solved and that the solution is sustainable.

10. The final step is to learn from the experience. This involves reflecting on what was learned from the process and using that knowledge to improve future problem-solving efforts.

Jingge Wu

2623

✓	Rejected
=	Allowed

-	(Through numeral) Cancelled
+	Restricted

N	Non-Elected
I	Interference

A	Appeal
O	Objected

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